Delaware Heritage Metadata Supplement:
Local Implementation of
CDP Dublin Core Metadata Best Practices Version 2.1.1

Metadata for the Delaware Heritage initiative follows best practices as set forth by the Collaborative Digitization Program (CDP) in *CDP Dublin Core Metadata Best Practices Version 2.1.1* (September 2006).

Exceptions and local implementations are noted here. Delaware Heritage participants are strongly encouraged to read the included CDP documentation at least once prior to cataloging for the first time. The entire CDP publication can be viewed here: http://www.lyrasis.org/Products-and-Services/Digital-and-Preservation-Services/Digital-Toolbox/Best-Practices-and-Publications.aspx

Participants involved in the digitization of Audio and moving image files are encouraged to familiarize themselves with Public Broadcasting Core as well. PBCore documentation can be found at www.pbcore.org

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Field Name	Input Guidelines
Resource identifier • Mandatory • Non-repeatable • Public, searchable field • Dublin Core equivalent: *Resource Identifier* [CDP pg. 48]	This is both an alpha-numeric file name as well as the unique identifier of the item being described. Recommended best practice is to identify the resource by means of a string or number conforming to a formal identification system. Formal identification systems include the Uniform Resource Identifier (URI) (including the Uniform Resource Locator [URL]), the Digital Object Identifier (DOI), the International Standard Book Number (ISBN), and the International Standard Serial Number (ISSN). The *Resource identifier* is the file name—minus the file extension—common to all versions of the item. **Example:** *THS0023* for *THS0023.tif, THS0023.jpg* The alpha portion of the *Resource identifier* should be 3-4 letters identifying the holding institution, or the Delaware Heritage sub-collection. The numeric portion should be four digits (often the scan sequence). **Examples:** *SCL0020* is the twentieth item in the Sussex County Library's collection; *REEF0030* is the thirtieth item in Fenwick Island Library's Reefnet Collection. If there are multiple scans for one item (e.g., book), suffix the *Resource identifier* with a hyphen and a three-digit page sequence. **Example:** *THS0024* for the object level record, *THS0024-001* for the cover or first page, *THS0024-002* for the second page, etc. **NOTE:** Delaware Division of Library staff will assist institutions in assigning a new prefix for resource ids for items in a new collection. Make sure to talk with DDL staff before entering resource ids to make sure they are not currently in use.

Field Name	Input Guidelines
Title • Mandatory • Non-repeatable (an alternative title can be added) • Searchable, public field • Dublin Core equivalent: *Title* [CDP pg. 19]	A name given to a resource. Note: If multiple titles exist for one item, choose the primary title. Put alternative titles in the ***Title (alternative)*** field. In order of preference, to create a title: **a)** transcribe the title from the physical item (e.g., book title page, image caption, or title written on an oral history tape). **b)** use a title assigned by holding institution (e.g., in its local catalog). **c)** construct a descriptive title—see the Cataloging Cultural Objects' object naming guidelines for ideas on creating titles: http://vraweb.org/ccoweb/cco/parttwo_chapter1.html) Omit initial articles, if possible (e.g., *The, A, An*). **Capitalize only the first word in the title**. If title includes a proper name, capitalize proper name. **Helpful Hint**: Titles in CONTENTdm are displayed alphabetically in search results and browse displays. It may therefore be useful to co-locate similar items by assigning titles which begin in the same way. **Example:** • Delaware coast at Sinepuxent Bay… • Delaware coast at Isle of Wight Bay… • Delaware coast from the ocean near Fenwick Isle… • Delaware coast near Bethany Beach
Title (alternative) • Optional • Repeatable • Searchable, public field • Dublin Core equivalent: *Title [Alternative]* [CDP pg. 19]	This is any form of the title used as a substitute (e.g., spelling out numbers, roman numerals, special characters, etc.). This may also be used when varying forms of title appear on item. Enter multiple titles in the same field and separate each with a semicolon and space. **Example:** **Title:** 300 years Newark: memories and picnics **Title (alternative):** Three hundred years Newark: memories and picnics **Example:** **Title:** Laws of the State of Delaware – Volume 72 **Title (alternative):** Laws of Delaware

Field Name	Input Guidelines
Creator • Mandatory (if applicable) • Repeatable • Public, searchable field • Dublin Core equivalent: *Creator* [CDP pg. 22]	Entity (individual or corporate body) primarily responsible for making the intellectual content of a resource (e.g., author, photographer, playwright, painter, oral history interviewee, composer, etc.). Enter multiple creators in the order in which they appear on the resource, or in order of their importance. Separate multiple creators using a semicolon and space. Whenever possible, the form of name should be taken from the Library of Congress Authorities (http://authorities.loc.gov). If the creator's name exists as an authority file, enter it as it appears in the Authorized Heading. **If no Authorized Heading exists**, enter names as *last name, first name* and *initial(s)*, and *birth date-death date* if you know it. **Example:** *Doe, John G., 1967-1999* If the creator is unknown, type *Unknown* in the field.

Field Name	Input Guidelines
Contributor • Optional • Repeatable • Public, searchable field • Dublin Core equivalent: *Contributor* [CDP pg. 33]	Entity (individual or corporate body) that has made significant contributions to the intellectual content of a resource (e.g., editor, compiler, lyricist, illustrator, oral history interviewer, etc.). Enter the person or organization that made significant contribution to the intellectual content of the item. If multiple contributors exist, separate each with a semicolon and space. Input names using the *Creator* field format (i.e., *Doe, Jane, 1987-*) Add the contributor's role in parentheses after name. **Example:** *Gardner, Kim (interviewer)* If contributor has multiple roles, separate each with a comma. **Example:** *Gardner, Kim (interviewer, transcriber)* **NOTE:** The *Contributor* field is the **only** field in which roles should be included following names. **NOTE:** This field should not be confused with *Contributing institution*, which is used to identify organizations and/or individuals responsible for providing material for digitization and/or inclusion in the digital collection.
Field Name	**Input Guidelines**
Subject • Mandatory • Non-repeatable • Public, searchable field • Dublin Core equivalent: *Subject* [CDP pg. 25]	Terms representing the specific subject content of a resource. **NOTE:** When using the CONTENTdm Project Client pick terms from the available controlled vocabulary. Semicolons are inserted automatically when you double-click on a term in the list. Try to pick 3 terms from the controlled vocabulary. Enter specific terms that describe what the item is *about*, or *depicts*. You may also select terms that describe what the object *is* (e.g., *maps*, *ink drawings*, *fishing poles*). Terms are from the Thesaurus for Graphic Materials (TGM I): http://www.loc.gov/rr/print/tgm1/

Field Name	Input Guidelines

Personal Name
 	
• Optional
 	
• Non-repeatable
 	
• Public, searchable field
 	
• Dublin Core equivalent: *Subject* [CDP pg. 25]
	Name(s) of persons depicted in a resource, or for which the resource is primarily about (e.g., biographies).
	
	Enter multiple names in the one field element, separating each with a semicolon and space.
	
	Whenever possible, the form of name should be taken from the Library of Congress Authorities (http://authorities.loc.gov). If the subject's name appears as an authority file, enter it as it appears in the Authorized Heading.
	
	If no Authorized Heading exists, enter names as *last name, first name* and *initial(s)*, and *birth date-death date* if you know it.
	Example: *McMullen, Richard C., 1868-1944*
	
	Helpful Hint: If you expect specific personal names to recur throughout your collection, keep a simple written list documenting the form of name chosen for each individual (in essence, creating a local authority record). This will ensure consistency from one record to the next. Alternately, use copy-and-paste to achieve the same end.
	
	FAQs
	1. How should I enter the name of a married woman if the item-in-hand does not include her first name?
	    • If the woman's first name is known (from other sources, preferably within the collection), enter according to normal input guidelines *[Anderson, Louise]*.
	    • If the woman's first name is not known:
	        o Include her husband's first name followed by a "term of address" *only* if she has been explicitly identified on or within the item by her husband's name (e.g., photo with caption: "Mr. and Mrs. Clarence Anderson"). *[Anderson, Clarence, Mrs.]*.
	            ▪ If it is otherwise known (or can be established) that an *unnamed* (i.e., unnamed in the item) woman is married, also enter using her husband's first name *[Anderson, Clarence, Mrs.]*
	        o If husband's first name is also unknown, include a term of address *only* if she is identified on or within the item using that term of address. Use underscore to denote missing first name. *[Anderson,_, Mrs.]*
	            ▪ If the first names of both husband and wife are unknown (e.g., photo with caption: "Mr. and Mrs. Anderson"), enter using a term of address for both individuals. *[Anderson,_, Mr.; Anderson,_,Mrs.]*

Field Name	Input Guidelines
Corporate Name • Optional • Non-repeatable • Public, searchable field • Dublin Core equivalent: *Subject* [CDP pg. 25]	Name(s) of corporations depicted in a resource, or for which the resource is primarily about. Enter multiple names in the one field element, separating each with a semicolon and space. Whenever possible, the form of name should be taken from the Library of Congress Authorities (http://authorities.loc.gov). If the subject's name appears as an authority file, enter it as it appears in the Authorized Heading. **If no Authorized Heading exists**, enter the name as you know it. **Example:** *Baltimore and Ohio Railroad Company* **Helpful Hint:** If you expect specific corporate names to recur throughout your collection, keep a simple written list documenting the form of name chosen for each corporation (in essence, creating a local authority record). This will ensure consistency from one record to the next. Alternately, use copy-and-paste to achieve the same end.

Field Name	Input Guidelines
Topic (subject) • Mandatory • Repeatable • Public, searchable field • Dublin Core equivalent: *Subject* [CDP pg. 25]	Terms representing the subject content of a resource at a broad level. Terms are browse-able topics from a broad category list controlled by Delaware Division of Libraries (DDL) staff. Enter the most specific topic from the list below. If multiple categories exist, separate each by a semicolon and space, in alphabetical order. **NOTE:** When using CONTENTdm Project Client pick terms from the controlled vocabulary. Semicolons are automatically inserted when you double-click on terms in the list. **Terms List:** • **Agriculture & Natural Resources** – Items pertaining to farming, agricultural, fishing, etc. (activities, facilities, tools, equipment, and people). • **Architecture** – Images of architectural structures (houses, buildings, bridges, etc.) and items depicting or documenting the design/construction of architectural structures. • **Art & Music** – Actual works of art or music (paintings, sculptures, musical sound recordings, sheet music) and items about the performance or creation of art or music (includes advertisements for performances). • **Business, Labor & Commerce** – Materials related to a business or industry (photographs, correspondence, records, and documents), people engaged in activities at work, documents and artifacts of commerce and industry. • **Community & Events** – Items of or about community organizations, celebrations, parades (photographs, documents), and other regional events, life within the community. • **Domestic Life** – Items related to work and life in the home, the family, household duties or chores. (e.g. cookery, gardening, life around the house). • **Education** – Class photographs, images of teachers and students working, dissertations, school sports teams, educational facilities, documents (e.g. commencement announcements). • **Environment & Conservation** – Materials about regional environmental and conservation issues and activities. • **Fiber Arts** – Items related to the creation of textiles & clothing • **History & Genealogy** – Materials primarily created for and focused on history and genealogy (local history books, timelines, oral histories, personal or family history documents, family trees,

family symbols and crests, indexes of names, cemetery records).

- **Immigration & American Expansion** – Material about immigrants, emigration, the push westward, promotion of areas and regions for inhabiting.
- **Landscape & Nature** – Images depicting nature scenes (including images of animals) and landscape photography and art, landscape postcards
- **Military & War** – Items about military activities, facilities and people (wars, parades, soldiers, training, medals, uniforms, documents).
- **People, Race, Ethnicity & Culture** – Images of groups of people or persons, individual portraits, group portraits. Item primarily about a person or groups of people (ethnic groups, race, civil rights, women's movement, etc.).
- **Personal Adornment** – Items that add to personal attractiveness; ornaments, jewelry, accessories
- **Politics, Government & Law** – Material about or depicting local, Laws of the State of Delaware, state or federal government, politicians, government organized projects, laws, law enforcement, etc.
- **Recreation & Social Life** – Items about people's recreational activities including sports, parks, picnics, families, socializing, and brochures/announcements for recreational activities.
- **Religion** – Items about religious ceremonies and services (photographs of churches, priests, congregations, cemeteries, church records, and other documents).
- **Science, Medicine & Technology** – Items related to chemistry, physics, and biology, computers, communications, medicine, machines, electricity, other inventions, astronomy, paleontology, space, etc.
- **Transportation & Travel** – Items about various modes of transportation (airplanes, trains, ships, buggies, railroads, etc.).
- **Textiles & Clothing** – Items made of textiles (Quilts, bed linens, knit objects, etc.)

Field Name	Input Guidelines
Location (subject) • Optional • Repeatable • Public, searchable field • Dublin Core equivalent: *Subject* [CDP pg. 25]	The geographical location a resource depicts, represents, was created in, or is about. Enter multiple locations in the same field, separating each with a semicolon and space. Search the Getty Thesaurus of Geographic Names: http://www.getty.edu/research/tools/vocabularies/tgn/index.html Use all "display" then "preferred" terms (in that order of preference) in a hierarchy starting at the nation, down to the most specific place. Separate each level of hierarchy by two hyphens (--) and a space. **Example:** *United States -- Delaware -- Kent county -- Frederica Landing* **NOTE:** Notice how the term "county" (in lowercase) is added after "Kent". This is because it is the "display" term in the thesaurus, rather than the "preferred" term. This is most often the case with county names, but be sure to check each level of the hierarchy from the nation down.

Field Name	Input Guidelines
Coverage (Spatial) • Optional (but recommended whenever possible) • Non-repeatable • Public, non-searchable field • Dublin Core equivalent: *Coverage - Spatial* [CDP pg. 59]	The latitude/longitude coordinates of the location the resource represents and/or depicts (i.e., in maps, photos, paintings, drawings). This information may be used for the creation of an interactive map application on the Delaware Heritage website. Enter in the format of the GNIS (U.S. Geographic Names Information System) standards (http://geonames.usgs.gov/domestic/) as DDDMMSSXDDDMMSSX where D=degrees, M=minutes, S=seconds, X=direction (N,S,E, or W). Latitude coordinates should be entered first (north and south), followed by longitude (east and west). **NOTE:** Leading 0 for Lat (N or S) degrees is not necessary. **Example:** 390032N0752757W Coordinates should be as accurate as possible. Use your judgment; if you cannot determine coordinates falling within several hundred meters of your subject, you might reconsider entering coordinates for that item at all. To find coordinates, you may use a number of tools, including: • Google Earth (http://earth.google.com). Allows users to zoom in to

	specific locations using satellite images. **Example:** Using Google Earth you can determine that the Hockessin Public Library at 1023 Valley Road in Hockessin, DE is located at: **39°15'23.33"N75°23'32.20"W**. This number would be rounded to the nearest minute, and entered as: **391523N752332W**.
	
	     o To view a video tutorial on using Google Earth to acquire coordinates, go to Google Earth
	• Latitude/Longitude Locator (http://www.mashupsoft.com/maps/latlonlocator). **Note:** Be sure that format is set to "Degrees", not "Decimal".
	• USGS National Map (http://nationalmap.gov). As an example, if you have an address:
	     o Click on "Go to Viewer" link on left
	     o Click on "Find a Place" link on left
	     o Click on "Address" link and type in address
	     o Click "Zoom to Address"
	     o Hover your cursor over the location
	     o Find coordinates in bottom left of map "Lon:" and "Lat:"
	     o Record latitude and longitude coordinates in the *Coverage (Spatial)* field

Field Name	Input Guidelines
Description • Mandatory • Non-repeatable • Public, searchable field • Dublin Core equivalent: *Description* [CDP pg. 29]	A brief narrative including contextual information and/or information that is not represented in other fields. Enter description of what the object is about or depicts, including any relevant contextual or background information. Use complete sentences. See the Cataloging Cultural Objects' Description/Descriptive Notes guidelines for ideas: http://vraweb.org/ccoweb/cco/parttwo_chapter8.html If relatively little is known about an image, it is appropriate to include other information describing its general depiction(s) (e.g., "*Man walking on Boardwalk, Rehoboth Beach, Delaware. Unknown shop in background.*") Enter other specialized information, preceded by the word "*Note:*". • In describing a group photo, give instructions for how to read the *Name(s)* field. **Example:** *Note: names read as subjects appear, left to right, front to back.* • Include other descriptive details as appropriate. **Example:** *Remarks on back in pencil: "Our beach house before it was painted, 1938."*

Examples:

A horse and buggy, in front of the Bank in Laurel, Delaware, ca. 1901.

A woman and a child in a horse-drawn buggy, identified on back as Mrs. Merrick and Charlotte, on East King Street, in Seaford, Delaware.

A Red Cross nurse beckoning a woman to assist a wounded soldier. (Description of a poster.)

An off-white wedding dress that belonged to Flora Anfenger Hornbein who married Philip Hornbein in 1905.

Field Name	Input Guidelines
Publisher • Mandatory • Non-repeatable • Public, non-searchable field • Dublin Core equivalent: *Publisher* [CDP pg. 31]	Enter *your institution's name* as publisher of digital object. **NOTE:** When using CONTENTdm Project Client, pick publisher from the controlled vocabulary. **Example:** Delaware Public Archives, Wilmington Public Library Or, Corbit-Calloway Memorial Library

Field Name	Input Guidelines
Date (digital) • Mandatory • Non-repeatable • Public, non-searchable field • Dublin Core equivalent: *Date Digital* [CDP pg. 38]	The date on which the resource was digitized. Enter date in W3C-DTF format: YYYY-MM-DD. If cataloging a compound object scanned over multiple days, each "page" record should include actual date digitized. For the entire compound object record, enter the last of those dates. **Helpful Hint:** Open an image folder using Adobe Bridge. Select the relevant image; in the Metadata window, see "Date Created." In a Windows operating system, right click on the image, select "properties" and look at "date created" and/or "date modified" fields.

Field Name	Input Guidelines
Date (original) • Mandatory, if known • Non-repeatable • Public, searchable field • Dublin Core equivalent: *Date* [CDP pg. 36]	Creation date of the original document/object/item. Includes exact (known) dates *as well as* approximate dates represented by circa dates and date ranges. Whenever possible, enter dates in W3C-DTF format: a. Year: YYYY ("1897" for the year 1897) b. Year and month: YYYY-MM ("1897-07" for July 1897) c. Complete date: YYYY-MM-DD ("1897-07-16" for July 16, 1897) Use a question mark directly after date to indicate a relatively accurate circa date: 1924? For less accurate circa dates, or estimated date ranges, enter dates on the same line, separating them with a space, hyphen, space. Include a question mark after both dates. **Example:** 1940? – 1949? (Item created sometime in the 1940s) **Example:** 1941? – 1947? (Item created sometime between 1941 and 1947) For a *known* publication date range, omit question marks. **NOTE:** This might be used for a group of materials published between specific dates. **Example:** 1965 – 1970 (Known range of dates during which a collection of posters was published)

Field Name	Input Guidelines
Type • Mandatory • Repeatable • Public, searchable field • Dublin Core equivalent: *Type* [CDP pg. 40]	Describes the nature or genre of the content of the resource. If cataloging at compound object level and dealing with various types, enter multiple types, separating each with a semicolon and space. **NOTE:** When using CONTENTdm Project Client, pick term from available list. Semicolons are automatically inserted when you double-click on terms in the list. Options are: • Collection • Dataset • Event • Interactive Resource • Moving Image • Physical Object • Service • Software • Sound • Still Image • Text For Dublin Core Metadata Initiative definitions of these terms, visit: http://dublincore.org/documents/dcmi-type-vocabulary/ **NOTE:** Disregard CDP guidelines regarding three-dimensional physical objects. For digital images of physical objects (i.e., objects scanned or photographed specifically for inclusion in Delaware Heritage), enter as "physical object".

Field Name	Input Guidelines
Language • Optional • Repeatable • Public, non-searchable field • Dublin Core equivalent: *Language* [CDP pg. 53]	Written and/or spoken language or languages of a resource. If the item is mostly text, or a recording of spoken language, enter the appropriate three-letter ISO-6392 language code: http://www.loc.gov/standards/iso639-2/php/code_list.php If there are multiple languages, enter each language in the same field, separating each with a semicolon and space.

Field Name	Input Guidelines
Related item(s) • Optional • Repeatable • Public, searchable field • Dublin Core equivalent: *Relation* [CDP pg. 55]	Refers only to related items *within* your sub-collection or the Delaware Heritage collection as a whole. Enter the **Resource identifier** of each related item, separating each with a semicolon and space. Once the collection is published, your staff will need to return to the record and add the related item's reference URL to the field, allowing for immediate linking to the item. **NOTE:** As some degree of "relatedness" will likely exist between many or all of the items in your collection, this field should only be used for demonstrating *direct* and *explicit* relationships between items (e.g., one item references another; one item is a different view of the same subject). The purpose of the field is to help users of your collection to discover **strongly-related materials**. **Example:** REEF017A in Bethany Beach there is an oral history in which the interviewee references a sweater worn by a particular fisherman. Its related item, bbRN0006, shows that fisherman wearing the sweater. **NOTE:** It is almost always necessary to demonstrate a reciprocal relationship for related items, making it necessary to input correct metadata for each item. This is a good reason for using this field sparingly.

Field Name	Input Guidelines
Contributing institution • Mandatory • Repeatable • Hidden, searchable field • Dublin Core equivalent: *Contributing Institution* [CDP pg. 64]	The institution(s) that contributed the item to the digital collection. Most typically the holding institution. If an institution facilitated the digitization of a privately-held item through outreach or project coordination efforts, you may enter that institution in this field. **NOTE:** When using CONTENTdm Project Client, pick institution from the controlled vocabulary. Ask DDL staff to add new institutions to your controlled vocabulary before you complete cataloging or upload records. **Example:** Delaware Humanities Forum digitizes privately-held items for a "community digitization" event. The item remains in private collection. Enter *Delaware Humanities Forum* in **Contributing institution** field. You may choose to enter name of private contributor in **Source item specifications** field. **Example:** *Delaware Department of State; Delaware Public Archives*

Field Name	Input Guidelines
Collection • Optional • Non-repeatable • Public, searchable field • Dublin Core equivalent: *Relation-Is Part Of* [CDP pg. 55]	The name of the Delaware Heritage sub-collection to which the item belongs. **Examples:** *Jackson & Sharp Railroad & Ship Collection* *Civil War Collection* **NOTE:** When using CONTENTdm Project Client pick a collection from the available list. Ask DDL staff to add new collections to your controlled vocabulary before you complete cataloging or upload records. *FAQs* 1. What constitutes a sub-collection? Ideally, a sub-collection in Delaware Heritage will take one of several forms:

	• A distinct set of materials already comprising a physical collection in the contributing institution's holdings (e.g., a collection of photos created by one photographer; a set of materials comprising an archival record series, etc.). The key idea here is that the materials all have the same provenance. **Example:** *Board of Agriculture Glass Negative Collection* • More generally, a sub-collection can be all the materials scanned from a given institution. **Example:** *Historical and Cultural Affairs Photograph Collection* • A set of materials from disparate sources, compiled to create a new collection with a unifying theme. Often part of a grant-funded project. **Example:** *General Collection Military* **Note:** Sub-collections should generally not be created for items simply sharing the same subject (e.g., baseball); genre (e.g., postcards); or geographic location. These materials will already be co-located in your collection by means of controlled headings. If you would like to emphasize specific sets of items in your collection without assigning them to a discrete sub-collection, contact DDL staff.

Field Name	Input Guidelines
Digitization specifications • Mandatory • Non-repeatable • Hidden, non-searchable field • Dublin Core equivalent: ***Digitization Specifications*** [CDP pg. 45]	Describes the extent, quality, capture hardware, and compression information about the archived master file. Record appropriate information ***in this order***: format, extent, file size or duration, bit depth, color mode, pixel dimensions, resolution, capture hardware, optimization software, and object producer (name of scanning technician or vendor.) Precede each specification with its uniform title, a colon and space. Delimit each specification with a semicolon and space. **Example:** *master file format: image/tiff; master file size: 30,000,000 bytes; bit depth: 16; color mode: grayscale; pixel dimensions: 5392 x 3925; resolution: 800 ppi; capture hardware: Epson Perfection V750-M Pro; optimization software: Adobe Photoshop CS3* **NOTE:** If cataloging a compound object, only put information common to all files at the object level, and include the number of files comprising the entire object (e.g., *extent: 5 files; capture hardware: Epson Perfection V750-M Pro*).

Field Name	Input Guidelines
Digitization specifications (for Audio and Moving Image files) • Mandatory • Non-repeatable • Hidden, non-searchable field • Dublin Core equivalent: *Digitization Specifications* [CDP pg. 45]	Describes the extent, quality, capture hardware, and compression information about the archived master file. Record appropriate information *in this order*: File size for the Master, the color profile, and channel configuration. Information about tracks including the data rate for video or audio, the frame rate, the playback speed for video files, the sampling rate for audio, and the bit depth for both audio and video. The frame size, aspect ratio, compression rate, the runtime, creation hardware, the operating system, creation software, object producer and metadata producer. NOTE: If the video file has embedded metadata, make sure the proceeding information is indeed captured and will travel with the file. Precede each specification with its uniform title, a colon and space. Delimit each specification with a semicolon and space. This element is free text, and is not based on any Dublin Core recommendations. The list of technical specifications for audio and video comes Collaborative Digitization Program (CDP) in CDP Dublin Core Metadata Best Practices Version 2.1.1 (September 2006) and an adaptation from PBCore In CONTENTdm much of this information can be set up in a metadata project template ahead of time. As a general guideline, information that describes the technical aspects of the digital object's creation is beneficial for long-term administration, technical support, and maintenance of digital objects *and should be entered in the following order:* **File Size** for master file. Use the descriptor File Size to indicate the storage requirements or file size of a digital media item. As a standard, express the file size in bytes. **Color Profile** The descriptor Color Profile indicates the overall color, grayscale, or black and white nature of a media item, as a single occurrence or combination of occurrences in or throughout the media item. **Channel Configuration** is designed to indicate the arrangement or configuration of specific channels or layers of information within a media item's tracks. Examples are 2-track mono, 8- track stereo, or video track with alpha channel

Tracks The descriptor Tracks is simply intended to indicate the number and type of tracks that are found in a media item, whether it is analog or digital. (e.g. 1 video track, 2 audio tracks, 1 text track, 1 sprite track, etc.)

Data Rate – Video expresses the amount of data in a digital media file that is encoded, delivered or distributed, for every second of time. For example, 56 kilobits/second

Data Rate – Audio expresses the amount of data in a digital media file that is encoded, delivered or distributed, for every second of time. For example, 1 megabit/second

Frame Rate indicates in video files the frames per second found in a video, motion sequence, flash file, or animation's playback or display

Playback Speed—Video specifies the rate of units against time at which the media track should be rendered for human consumption. e.g., 15ips (inches per second), 24fps (frames per second)

Sampling Rate—Audio, measures how often data is sampled when information is digitized. For a digital audio signal, the sampling rate is measured in kilohertz and is an indicator of the perceived playback quality of the media item (the higher the sampling rate, the greater the fidelity).

Bit Depth—Video how much data is sampled when information is digitized, encoded, or converted for a media item. Bit depth is measured in bits and generally implies an arbitrary perception of quality during playback of a media item (the higher the bit depth, the greater the fidelity).

Bit Depth—Audio how much data is sampled when information is digitized, encoded, or converted for a media item. Bit depth is measured in bits and generally implies an arbitrary perception of quality during playback of a media item (the higher the bit depth, the greater the fidelity).

Frame Size the horizontal and vertical resolution of a format type. It may be expressed in pixels, pixels per inch, or in the case of ATSC digital TV, a combination of pixels measured horizontally vs. the number of pixels of image/resolution data stacked vertically (interlaced and progressive scan). For example: 320x240 or 720x480

Aspect Ratio element indicates the ratio of horizontal to vertical proportions in the display of a static image or moving image. For example 4:3 (16:9 letterbox)

Compression Rate – Encoding identifies how the actual information in a media item is compressed, interpreted, or formulated using a particular scheme. Identifying the encoding used is beneficial for a number of reasons, including as a way to achieve reversible compression; for the construction of document indices to facilitate searching and access; or for efficient distribution of the information across data networks with differing

	bandwidths or pipeline capacities e.g., H.264/MPEG-4 AVC: QuickTime H.264 or WAV **Duration of Master File** – **Runtime** provides a timestamp for the overall length or duration of a time-based media item. It represents the playback time. **Creation Hardware**—If a hardware device was used to create, derive, or generate the digital object, indicate from a controlled list of terms the particular hardware device. Include manufacturer, model name, and model number. **Operating System**—Computer operating system used on the computer with which the digital object was created. (Examples: Windows, Mac, UNIX, Linux). Also include version of operating system. **Creation Software**—Name and version number of the software used to create the digital object. **Object Producer**—Name of scanning technician, digitization vendor, or other entity responsible for the digital object's creation. **Metadata Producer**—Name of metadata creator.

Field Name	Input Guidelines
Source item specifications • Optional • Non-repeatable • Hidden, non-searchable field • Dublin Core equivalent: *Source* [CDP pg. 50]	Information about the physical source item such as location, format, extent, medium, and other physical details. Catalog the following elements as appropriate: • **publisher of the original physical** (or born-digital) item. Enter multiple publishers of the original item in the same field and separate each entry using a semicolon and space. Check the Library of Congress Authorities (http://authorities.loc.gov) utility. If the publisher's name exists, enter it as it appears in the Authorized Heading. • **holding institution**: name of institution that physically holds the item. This may also be used for privately-held items. **Examples:** *holding institution: private collection of Jerry Anderson; holding institution: private collection of Smith Family, Camden, DE.* • **location**: physical location where the source item can be found. May be as general as: *museum library, bookshelf, north wall.* Not necessary for private collections. • **call number**: shelf location number often assigned to items in a library. • **accession number:** unique id given to museum items as they are donated. • **object id, barcode, etc.:** unique identifiers that help an institution keep track of its resources. • **extent and medium**: the number of physical units, and an indication of the medium or format of the item. o **Example:** *1 painting in wooden frame* o **Example:** *2 cassette tapes* o **Example:** *1 paper document, 5 pgs.* • **dimensions**: record width x height (as item should be viewed), diameter if round, etc. Abbreviate measurements using the standard for that particular medium (e.g., mm. for film). If measuring both item and support item, indicate this. **Example:** *photograph 8 x 10 in., frame 10 x 12 in.* • **other physical details**: This could be the color, techniques, processes, number of pages in a document, or more specific indication of material. **Example:** *oil on canvas* **Example:** *holding institution: Laurel Historical Society; location: west wall; barcode number: 8899664899; extent and medium: 1 drawing on paper; dimensions: 16 x 27 cm.; other physical details: pen and India ink* **NOTE:** If cataloging a compound object, enter only the common information at the object level, and the page-level source item

	description at the page level record.
Field Name	**Input Guidelines**
Rights Management • Mandatory • Non-repeatable • Public, non-searchable field • Dublin Core equivalent: *Rights Management* [CDP pg. 62]	Information about who can access the resource or an indication of its security status. **NOTE:** Be sure to include this information on all items in your collection, including both object and page level metadata for compound objects. **Example:** *This digital image may be used for educational uses, as long as it is not altered in any way. Prior written permission is required for any other use of the images from the Corbit-Calloway Memorial Library collection.*

Field Name	**Input Guidelines**
Transcript • Optional • Non-repeatable • Public, searchable field • Dublin Core equivalent: N/A	This is the full text of an item. If the item is a relatively brief document (e.g., a handwritten letter), transcribe the text of the document into this field. If the item is printed/typed text (e.g., a newspaper article) and is captured as an image file, not an analog item scanned as a pdf, its full text can be processed, and the field filled automatically. If an item was created electronically and then saved as a pdf its full text can be processed, and the field filled automatically. Contact DDL staff to run OCR (optical character recognition) on the item. If you have a separate electronic file containing the text of a document (e.g., a Word document or .txt file) you may: • copy and paste appropriate text into this field • import the .txt file and the digital item simultaneously, using CONTENTdm Project Client; contact DDL staff for assistance.

Field Name	Input Guidelines
Contact Information • Optional • Non-repeatable • Public, non-searchable field • Dublin Core equivalent: N/A	This is the address and website of your institution.